





HOW TO RESERVE SPACE FOR SPECIAL EVENTS AT CITY HALL

 <p>Read the contents of this packet to make sure City Hall will meet your rental needs. If you are unsure what space is suitable for your activity, give us a call and we can help determine the right space.</p>	 <p>Call our Customer Service Call Center at 408-535-3500 to check space availability for your event. If available ask the Call Center to place a tentative hold on the times and date(s) and time of your proposed event.</p>	 <p>Events held at San José's City Hall will be coordinated and authorized by the Department of General Services. To hold a reservation, event organizers must complete and submit an event application with all required attachments within 2 weeks of reserving a date(s).</p>	 <p>Upon approval of your application, you will receive a Facility Use Agreement (indoor events) and/or a Plaza Use Permit (outdoor events). Return the signed agreement in whole along with your 50% deposit. When you receive a fully executed contract with City signatures you may announce, advertise and sell tickets to your event.</p>
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RESERVATION PROCEDURES

Reservations will be processed on a first come-first served basis.

Indoor Events

Reservations for indoor events can be made up to one year in advance and must be made no later than 30 days prior to an event.

Recurring regular events cannot be scheduled out more than 90 days in advance.

Outdoor and Limited Outdoor Events

Reservations for Outdoor and Limited Outdoor Events can be made up to one year in advance and Outdoor Event reservations must be made no later than 30 days prior to an event. Limited Outdoor Events reservations must be made no later than two business days prior to the event.

TENTATIVE RESERVATIONS

Tentative reservations can be made by calling the City of San José's Customer Service Call Center at (408) 535-1248.

Indoor Events

Tentative Reservations for Indoor Events will be held for a maximum of two weeks. A written request shall be submitted to extend the tentative reservations for another two weeks. The tentative reservation is subject to cancellation if the tentative reservation is not extended within the two week period.

Tentative reservation extensions may be granted at the City's discretion, until the date is confirmed or the date is challenged according to policies outlined below (Challenges).

Outdoor and Limited Outdoor Events

Tentative Reservations for Outdoor and Limited Outdoor Events can be made up to 90 days in advance of an event and will be held until full payment of fees are received according to the following:

- Tentative reservations made up to 90 days but more than 60 days prior to an event will be held for a maximum of two weeks;
- Tentative reservations made up to 60 days but more than 30 days prior to an event will be held for a maximum of one week;
- Tentative reservations made 30 or less prior to an event will be held for two business days.

CHALLENGES

Indoor Events

An organization may challenge a tentative reservation date held by another party by submitting a completed City Hall Use Application and submitting a deposit of 50% of the estimated Facility Use Fees. The organization with the Tentative Reservation will be notified of the challenge and will have two business days to submit a completed application and a non-refundable deposit of 50% of the estimated Facility Use Fees.

Outdoor Events

An organization may challenge a tentative reservation date held for an Outdoor or Limited Outdoor Event by submitting a completed City Hall Use Application and submitting the applicable Permit Fees in full. The organization with the Tentative Reservation will be notified of the challenge and will have two business days to submit a completed application and applicable Permit Fees in full.

Facility Use Application

Requests for use of City Hall facilities for events are made using a Facility Use Application. Additional Facility Use Applications can be obtained through the following sources:

On the Web: <http://dev.sanjoseca.gov/events/>

By Phone: City of San José
Customer Service Call Center
(408) 535-1248

In Person: General Services, Event Services
City of San José
200 East Santa Clara Street, Tower First Floor
San José, CA 95113

Submitting a Facility Use Application

Completed Facility Use Applications are submitted to:

By Email: event.services@sanjoseca.gov

(Note: applications must be signed by applicant)

By Fax: City Hall Event Services
(408) 924-0650

In Person: San José City Hall
City Hall Event Services
General Services
200 East Santa Clara Street, 1st Floor
San José, CA 95113

Applicants must be 18 years of age or older.

Facility Use Agreement

Use of City Hall interior facilities is subject to the execution of a Facility Use Agreement. The Facility Use Agreement will be considered fully executed after having been reviewed and signed by the applicant and the City. Events may not be announced and tickets may not be sold prior to the full execution of the Facility Use Agreement.

Users shall pay 50% of the estimated fees (cleaning/damage deposit, facility use fees, other fees and charges) at the time a Facility Use Agreement is signed. Full payment of the estimated fees must be made on or before 30 days prior to an event.

All decisions regarding use of Indoor facilities are deemed final and may not be appealed.

City Hall Plaza Event Permit

Use of City Hall Plaza for an Outdoor or Outdoor Limited Events is subject to the execution of a City Hall Plaza Event Permit. The permit shall be effective only if signed by the applicant and the City. Outdoor and Limited Outdoor Events may not be announced and tickets may not be sold prior to the full execution of the City Hall Plaza Event Permit.

Events shall be conducted in compliance with the terms of the City Hall Plaza Permit.

Event organizers shall maintain a copy of the City Hall Plaza Event Permit at the Event and present a copy to an authorized City Official when requested, at all time during the course of the City Hall Plaza Outdoor Special Event.

An individual or an organization may challenge the City's denial or revocation of a City Hall Plaza Event Permit as set forth in the procedures provided in the *City Hall General Rules and Regulations for Indoor and Outdoor Events*.